

ENGINEERING AND RELATED SERVICES

January 15, 2010

STATE PROJECT NO. 700-51-0110

F.A.P. NO. DE-5109(501)

INTERCHANGE FOR US 90/LA 318

ROUTE US 90

ST. MARY PARISH

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Ms. Lache Anderson

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will prepare and Environmental Assessment (EA) and other related documents in accordance with the National Environmental Policy Act (NEPA), for the implementation of a grade separated interchange for the existing overpass at US 90 at LA 318 in St. Mary Parish. The Consultant will meet with the Environmental Coordinator/Project Manager within ten days after receiving the notice to proceed.

SCOPE OF SERVICES

ITEMS TO BE ADDRESSED IN ENVIRONMENTAL DOCUMENT

The EA will be prepared in accordance with the Federal Highway Administration's (FHWA) Technical Advisory (TA) applicable laws, rules, guidance, and regulations. It will also comply with DOTD policies. In addition to the format contained in the TA, the EA will contain the latest environmental checklist and summary of mitigations, permits, and commitments sheet. The EA approved for public distribution and the EA with the Finding of No Significant Impact (FONSI) will be submitted in electronic format in both MSWord and "pdf" formats in addition to the paper copies required.

The Consultant will conduct a Solicitation of Views (SOV) in accordance with LADOTD standards. This task will include preparing a draft SOV letter for DOTD review and

mailing out the approved SOV letter. The Consultant will review responses for outstanding issues, and the Consultant will address these issues in the EA. All communications and coordination with other federal, state and local agencies will be closely coordinated with the DOTD Environmental Section and approved by the Environmental Section prior to contact.

PURPOSE AND NEED FOR ACTION

The purpose and need for the proposed action will be discussed in the EA. The Stage 0 Feasibility Study provides the basic purpose and need for the project and can assist in preparing the Purpose and Need Section of the EA.

ALTERNATIVES

All reasonable alternatives considered for the proposed action will be discussed in the environmental document. Only alternatives that meet the project's purpose and need are considered reasonable. If any alternative is dismissed at an early stage, the reason for the dismissal will be discussed in the EA. The alternatives will address the purpose and need of the project. Up to three build alternatives will be evaluated in the EA.

These alternatives, including the no-build, will be described and analyzed in the environmental document. The alternatives in the Stage 0 Feasibility Study, with the exception of Concept #2 and #3, will be incorporated in the EA in addition to the alternatives derived by the Consultant during the NEPA process. A traffic analysis is included in the Stage 0 Feasibility Study. Existing traffic data can be obtained from the Department.

However, another traffic study may be needed in the event that another interchange concept is derived that differs from those concepts in the Stage-0 report. The interchange geometry and traffic study for the new concept must be approved and studied concurrently. If a traffic study is to be performed for the new concept, the Consultant will utilize the Stage-0 report traffic count (build, no build) data for the current year and design year to obtain the traffic analyses results and lane configuration for the interchange. Any new interchange alternative, design criteria and traffic study must be submitted to LADOTD and FHWA for review and approval. Also, the traffic reports must include the frontage road intersections north and south of the interchange. The new concepts must have 300'-500' control-of-access measured from the end of the radii for the channelized right on the ramp, a raised median within the interchange limits, and meet the Roadway Design Procedure and Details Manual, etc. The raised median should be carried beyond the ramp terminal at least 500' down the crossroad. Also, the frontage road intersections should be separated from the ramp terminal by at least 500'. The traffic report results submittal should be similar to the previous Stage-0 report. The Consultant will review comments made during Stage-0 to ensure that all comments have been incorporated.

The Consultant will develop typical sections and estimate the required right-of-way for the different alternatives. The estimated right-of-way takings will be used in analyzing the various impacts of the alternatives and for estimating costs. Exhibits depicting the alternatives and estimated right-of-way takings will be prepared for the document and for the Public Meeting and Hearing. Aerial photography is preferred as a basis for the exhibits. Local landmarks and major features will be labeled to assist in interpreting the exhibits.

IMPACTS

Analysis of each alternative, including the no-build will be made. Items to consider include, but are not limited to, traffic patterns, permits, land use, community/social, economic, historical, cultural, recreational, archaeological, noise, air wetland, floodplains, farmland, and endangered or threatened species and/or their habitat. Some of these items may require the production of a separate document in addition to the analysis in the Environmental Assessment. Potential mitigation measures designed to reduce or alleviate impacts will be discussed in the document.

WETLANDS

Wetlands in the project area will be identified and delineated utilizing the latest appropriate Corps of Engineers guidelines. Greater detail is required for the proposed action area. A Wetland Finding, using the latest FHWA criteria will be written. Information referenced may include infrared photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Referenced information will not substitute for an on-site field determination which will be made. Acreage of wetland impacted and their value will be calculated and exhibits suitable for reproduction indicating the limits of wetlands in the area affected by the project and the areas impacted will be made. The Consultant will discuss appropriate mitigation. Photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a quadrangle sheet as well as a layout map with the station numbers noted. Two copies of the draft and two copies for each revision are required. Once approved, five copies of the final will be required. A color digital copy of the final wetland finding in “pdf” format will be required.

WETLAND RESERVE PROGRAM (WRP)

The Consultant will coordinate with the National Reserve Conservation Service to determine the location of any WRPs in the project area. If the project impacts a WRP property, the Consultant will notify the Department immediately. Attempts will be made to avoid these areas. All WRPs in the area will be mapped in the EA.

THREATENED & ENDANGERED SPECIES

During field surveys, a search will be made for those threatened or endangered species suspected to be in the area, and/or for their habitat, if applicable. A biological report will

be written indicating the method utilized in the field survey and the resulting conclusions and recommendation. All coordination with other agencies will be through the Department's Environmental Section or with their express approval.

PERMITS

All potential permits and their requirements to implement the project will be identified. All items necessary to obtain the permits (with the concurrence of the Department) will be provided by the Consultant. Those permits to be identified include, but are not limited to:

Corps of Engineers (Wetland permits & Section 10 permits)
Water Quality Certification
Storm Water Permits

In the case of waterway crossings, information concerning navigability will be submitted to the Department so that a Section 144(h) determination can be made by FHWA and sent to the U.S. Coast Guard for their review and approval.

ENVIRONMENTAL SITE ASSESSMENT

A Phase 1 Environmental Site Assessment will be performed on the site in accordance with the version of ASTM Standard (E 1527-05). The Phase 1 Site Assessment has four components: Record Review, Site Reconnaissance, Interviews and Report. Three copies of the draft report will be submitted for review. If changes are required for the report, three copies of the report will be submitted for review. Once the report is approved, ten copies of the final report will be submitted. If recognized environmental conditions are found, the Consultant will meet with the project team to discuss.

SOLE SOURCE AQUIFER

The proposed action lies within the boundaries of the Chicot Aquifer. The Chicot Aquifer is a sole source aquifer. The Consultant will prepare the documentation required for coordination with the Environmental Protection Agency (EPA) concerning the Aquifer. This documentation consists of information about the proposed action, existing wells in the project area, public water supplies in the area, and soil information (obtained from bridge borings or well drilling logs), recharge potential of the aquifer in the area, comments from local agencies concerning water quality or aquifers, and any other pertinent information deemed appropriate for the situation. The Consultant will prepare the package and submit it to the Department. The Department will coordinate with the EPA in accordance with the Memorandum of Understanding between the EPA and FHWA.

NOISE ANALYSIS

A noise study is required for alternatives where the horizontal or vertical alignment of the roadway alignment is substantially changed or where capacity is added. Noise samples will be measured and the current FHWA approved noise model (TNM 2.5) will be used. The DOTD traffic Noise Policy dated March 2004 amended in 2009 applies. The Consultant will submit a noise protocol for approval prior to initiating field measurements and modeling.

The Consultant will conduct a reconnaissance of the project area to confirm location of potential impacted residents, businesses, and other receptors; perform a document search to ascertain the existence of planned, designed and programmed activities; acquire field measurements of noise level; model the noise for each alternative requiring modeling for existing, build and design years; determine highway traffic noise levels for each alternative for the peak-hour; determine noise impacts at sensitive receptors; including a comparison of impacts for the existing condition, build year and design year; and determine the reasonableness and feasibility of all noise abatement measures in accordance with DOTD policy.

A separate Traffic Noise Report is required. The report will outline the methodology used and include a description of the model used. The analysis will include documentation of the input data assumptions; identification of other noise sources in the corridor; discussion of model noise levels for each alternative, including exhibits showing receptor sites and noise contours; discussion (with table) of traffic noise impacts resulting from existing condition, build year and design year; abatement measures considered and whether they are reasonable and feasibly. The report should contain a completed copy of the Department's worksheet as well as an Appendix with hardcopy printout of model input and outputs for each run as well as digital files in a CD. Noise abatement will be considered for the proposed action portion only at this time. If impacts are identified on any other section, the abatement measures for those sections will be considered when those sections are pursued at a later date. For review purposes, three reports will be submitted. For each revision, three copies will be required. Once the report is approved, five copies of the final will be required along with a single CD containing input/output files. The text part of the final version will be included in the Appendix of the EA.

AIR QUALITY

The impact on regional air quality will be discussed. Information on the existing air quality for the region can be obtained from Louisiana Department of Environmental Quality (DEQ). Discussions concerning conformity (transportation and general) will be included in the air analysis. Project level modeling for CO is not required but a comparative analysis with a recent nearby project will be needed to assess any impact on air quality from the proposed project.

(CULTURAL RESOURCES)
ARCHAEOLOGICAL/HISTORICAL PROPERTIES (SECTION 106)

The Consultant will review previous cultural resource survey reports within the logical termini on file at the Division of Archaeology and Historic Preservation and coordinate with the Department as to the need for additional survey work before initiating a cultural resources survey.

After initial coordination with DOTD and the State Historic Preservation officer (SHPO), the determined Area of Potential Affect (APE) will be surveyed to determine the presence of National Register of Historic Places eligible archaeological sites, both historic and prehistoric, as well as any standing structures or other places or objects, including bridges, eligible for listing on the National Register of Historic Places. The survey will meet the current standards of the Louisiana Standard of Archaeology. All research and documentation necessary to comply with Section 106 of the National Historic Preservation Act and Section 4(f) Department of Transportation Act will be prepared by the Consultant (i.e., Preliminary Case Reports, Documentation for a Determination of Effect). All coordination with the SHPO's office will be through the DOTD Environmental Section or with the express approval of the Environmental Section.

Two copies of an unbound type standing structure survey form for each standing structure and site form for each archaeological site will be submitted to the Environmental Section.

Five copies of the draft cultural Resources Survey will be submitted to the DOTD, and three copies of the final Cultural Resources Survey will be submitted to the DOTD upon approval of the draft.

SOCIO-ECONOMIC

Impacts to land uses and community services along each alternative will be addressed in the EA along with the social and economic impacts of the proposed action to the community. Anticipated impact to community services during construction should be discussed.

Relocation impacts will be confirmed via field surveys as well. A detailed Conceptual Stage Relocation plan will be prepared and submitted to the Environmental Section. The Plan will include the estimated number of persons and families displaced, by race, the number of persons in each family, and the approximate income level; the type of dwelling (mobile home, frame, brick) and the estimated value; the location and quality of available replacement housing; if none is available, the estimated cost to move or build new housing; or whether any displacements have sufficient remainder on which to move or build; the location and types of businesses to be displaced, the race of the owner, estimated number of employees, by race, bypassed businesses if applicable, and a listing of available commercial buildings and sites; the functional replacement of a publicly-

owned facility, if applicable, and the existence of publicly-owned recreation lands; and the estimated costs of required right-of-way and relocation assistance. Three copies of the final Conceptual Stage Relocation Plan will be submitted. Cost estimates for relocations, displacements, right-of-way, construction costs, etc. will be included in the document.

If the proposed project impacts low income and/or minority populations, a thorough research/analysis along with action plans will be discussed in the environmental assessment in accordance with all applicable state/federal laws, including Environmental Justice.

OWNERSHIP/PERMISSION TO ACCESS PROPERTY

The Consultant will obtain the names, addresses and contact information for landowners within the project area where additional right-of-way (ROW) is required for the purpose of contacting the landowners prior to entering their property for field visits.

COST ESTIMATES

Cost estimates for design, right-of-way (acquisition and relocation); construction, utility relocation, and mitigation are required in the EA. This information will also be used by the Environmental Section when preparing the Scope and Budget report for the project.

SECTIONS 4(F) AND 6(F) RESOURCES

All publicly owned parks, recreation areas, wildlife and waterfowl refuges, and historic sites will be identified and delineated within the logical termini. Research, analysis, and documentation of compliance with Section 4(f) of the DOT Act will be done by the Consultant for any Section 4(f) property affected by the proposed action. Use of Land and Water Conservation Funds will be identified by the Consultant. If such funds are present, the Consultant will prepare all documentation for coordination with the appropriate agencies. Up to five copies of the draft Section 4(f) Statement will be required for internal review purposes. The Section 4(f) Statement will be included in the Appendix of the EA and distributed to requisite agencies as such.

ADDITIONAL COORDINATION

The Consultant will coordinate impacts to prime farmlands with the National Resources Conservation Service and contact the local floodplain administrators concerning impacts to floodplains.

Coordination (via meetings, email, phone conversations, and letters) with local officials and resource agencies is required to determine the presence of any outstanding issues. The Environmental Section must be kept apprised of all coordination efforts prior to the Consultant making the contacts. All efforts must be documented for the file. Items of special or local interest should be noted and evaluated within the context of the project.

OTHER

Other items that will need to be discussed in the analysis are traffic impacts, possible detours and their effect; and other proposed projects in the area that may have an impact on the proposed action or that may be impacted by the proposed action. A discussion of secondary and cumulative impacts is required. They will research other projects in the area and contact local planning and zoning officials as well as a thorough discussion on the benefits of the proposed project.

The Consultant will maintain a contact list of all persons expressing interest in the project. The attendance sheets for the Stage 0 Public Meeting will be the beginning of the contact list.

OPEN HOUSE FORMAT PUBLIC MEETING

All arrangements for the public meeting, including location, date and time, preparation of public notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the Consultant, subject to the Environmental Section's approval. The Consultant will advertise the notice of the public meeting including placing a notice in the newspapers. The text of the notice including the project map will be provided to DOTD's Environmental Engineer Administrator for approval prior to issuing approval of the Public Meeting date. The Consultant must get this approval of the notice from DOTD thirty days before the Public Meeting date. Public Meeting exhibits, handouts, and the Public Meeting technical presentation will be supplied to DOTD's Environmental Engineer Administrator for approval two weeks prior to the Public Meeting date.

The Consultant will prepare a presentation and handout as well as have knowledgeable informed staff present at the meeting to address the queries of the public, in regard to environmental, engineering and other project related issues. The Consultant will tape and prepare a verbatim transcript of the Public Meeting. Fifty copies of the transcript, in addition to the print ready original and "pdf" will be supplied by the Consultant. With an approved mailing list from DOTD, the Consultant will be responsible for mailing out the copies of the transcript.

REVIEW OF DRAFT ENVIRONMENTAL DOCUMENT

The document will be written in accordance with FHWA's guidelines. Ten copies of the review document will be provided to DOTD's Environmental Section for their review, comments and distribution. For each revision, an additional ten documents will be required. All comments will be addressed by the Consultant prior to the Environmental Section and FHWA issuing approval to print the Environmental Document for public distribution.

ENVIRONMENTAL DOCUMENT

The document will be typed, single spaced, on 8 ½ x 11 inch paper with inside margins of not less than one inch wide. All pages will be numbered. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. Exhibits utilizing the 8 ½ x 11 inch format are preferred up to 70 hardcopies and one digital “pdf” copy of both the EA and up to 70 copies and one digital “pdf” Final EA/FONSI will be supplied by the Consultant. The Consultant’s name and/or logo will not appear on the cover of the document. They can appear, however, on the inside cover sheet in a size not to exceed the Department’s name and logo. With an approved mailing list form DOTD, the Consultant will be responsible for mailing out the copies of the EA and EA/FONSI.

OPEN HOUSE FORMAT PUBLIC HEARING

After approval by the Department’s Environmental Section and FHWA, the draft Environmental Assessment will be made available to the public and a Public Hearing will be scheduled. All arrangements for the Public Hearing, including location, time, preparation of public notice, preparation of appropriate exhibits, preparation of technical presentation, and handouts will be made by the Consultant, subject to the Environmental Section’s approval. The Consultant will advertise the notice of the Public Hearing including placing the notice in the newspapers. The text of the notice including the project map will be provided to DOTD’s Environmental Engineer Administrator for review and approval at least two months prior to the anticipated Public Hearing date. Public Hearing exhibits, handouts, and the Public Hearing technical presentation will be supplied to DOTD’s Environmental Engineer Administrator for approval two weeks prior to the Public Hearing date. The scale ratio along with all formats of the exhibits/handouts for the Public Hearing must be approved by the Environmental Section.

The Consultant will prepare the presentation and have knowledgeable informed staff present at the Public Hearing to address the queries of the public, in regard to environmental, engineering and other project related issues, during the Hearing. The Consultant will ensure that oral comments are recorded and written comments are accepted at the Hearing.

The Consultant will tape and prepare a verbatim transcript of the Public Hearing.

Fifty copies of the transcript, in addition to the print ready original and “pdf” will be supplied by the Consultant. With an approved mailing list from DOTD, the Consultant will be responsible for mailing out the copies of transcript.

Miscellaneous

The Consultant will notify the Environmental Section when fieldwork begins and ends. The Consultant will also update the Environmental Section (via email) weekly as to their progress in the field.

All reference material utilized will be noted and an accurate and complete bibliography supplied to the Department with the draft and final documents. Accessibility and location of all reference material or otherwise not easily accessible material will be noted (i.e., library location, etc.). Utilization of unpublished material or otherwise not easily accessible material will be specifically coordinated with the Environmental Section prior to its use in the document.

On all correspondence with the Department's Environmental Section and the cover pages of all technical reports, the Consultant will use all applicable state project numbers (i.e., engineering and construction), along with the project name, route number, parish, and federal aid project number. The Consultant will provide the Environmental Section with a monthly progress report. The report will include the estimated and actual date of completion of each task to be performed.

ITEMS TO BE PROVIDED BY DOTD

- Stage 0 Report
- Any available Traffic Data

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

The selected Consultant/Team will be required to submit a proposal within 45 calendar days following the notification of selection. All negotiations must be completed within 90 calendar days following the notification of selection.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **365 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be professionally competent in the preparation of NEPA documents.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in the preparation of NEPA documents in accordance with the National Environmental Policy Act (NEPA) for the FHWA, including Environmental Assessment and who has completed the “NHI Course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making”, or an equivalent course approved by DOTD.
3. In addition to the above, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Environmental Professional with a minimum of three years experience with highway traffic noise analysis.
 - b. One Wetlands Biologist with a degree in biology, or related field approved by DOTD, and a minimum of three years experience in wetlands delineation.
 - c. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.

- d. Ecological, Archaeological, and other environmental professionals are required for the performance of a significant portion of the work.
- e. One Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in roadway design and a corresponding support staff.
- f. One Professional Civil Engineer registered in the State of Louisiana, with at least five years experience in traffic engineering and a corresponding support staff.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

- 1. Consultant's firm experience on similar projects, weighting factor of 3;
- 2. Consultant's personnel experience on similar projects, weighting factor of 4;
- 3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
- 4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
- 5. Consultant's current work load with DOTD, weighting factor of 5;
- 6. Location where the work will be performed, weighting factor of 4; *

* Location will be based from the center of St. Mary Parish.

** The NEPA Studies (EN) performance rating will be used for this project.

Complexity Level: moderate

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Edward R. Wedge – Ex officio
2. Loong Tsai – Project Manager
3. Lache Anderson
4. Trena Woolridge
5. Jason Lacombe
6. Duc Ngo

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the notice of selection as shown on the DOTD website. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;

- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-51-0110**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, February 2, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, III, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.